Please list any grants your organization has with other Federal agencies	<u>Current Grant Awards</u> Funding Agency Grant Program CFDA # <u>Expired in the Current FY Grant Awards</u> Funding Agency Grant Program CFDA #
Does your organization have a formal policy of nondiscrimination and a formal system for complying with Federal Civil Rights requirements?	Yes _____ No _____
To ensure that all requisite administrative requirements are met and that required reports are completed in an accurate and timely manner, is your organization familiar with the terms and conditions of the award as well as the sponsor's and pass-through entity's policies, procedures, and administrative guidelines essential to the conduct of this project? Is your organization familiar with the reporting requirements and the reporting schedule outlined in the proposed subagreement?	Yes _____ No _____
_____	_____
Describe your system of internal controls, which provides reasonable assurance that charges for personnel costs are accurate, allowable, and properly allocated.	
How does your accounting system adequately identify receipt and disbursement for each grant?	

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Does your organization have a formal system for complying with the Department of Health and Human Services' Public Health Service (PHS) regulations on Responsibility of Applicants in Promoting Objectivity in Research (*e.g.*, 42 C.F.R., Part 50, Subpart F and 45 C.F.R., Part 94)?	Yes _____ No _____
_____	_____

How does the organization maintain records of items purchased, the acquisition cost and the location?	
How often are detailed property and equipment records checked by physical inventory?	
What are your procedures on disposition of property?	

Authorized Institutional Representative (please print): _____

Title: _____

Signature: _____

Date: _____

Email Address: _____ Telephone Number: _____